

APPOMATTOX COUNTY COMMUNITY CENTER RENTAL APPLICATION
P.O. BOX 863 APPOMATTOX, VA 24522
TEL: 434-352-5996

*You can complete this application on your computer, sign both pages by hand and mail it via US Mail to: P.O. box 863 Appomattox, VA 24522. Make all checks payable to; Appomattox County.
Form can be downloaded from: <http://www.appomattoxco-va.com/download.html>*

NAME OF APPLICANT:			DATE OF APPLICATION:		
ADDRESS:					
TEL: - -		EMAIL:			
CELL: - -					
EVENT:				NUMBER OF GUESTS: <i>(300 maximum capacity)</i>	
DATE OF EVENT: mo: day: yr:			HOURS NEEDED:		

PLEASE READ THE FOLLOWING RENTAL CONTRACT AND SIGN BELOW

RENTAL CHARGES: The rental charge of the Appomattox Community center is \$20.00 an hour. This includes your set-up time, the actual rental time, and clean up time. Your payment is due seven days prior to your event and all money must be paid in advance. Make checks payable to Appomattox County.

CANCELLATION POLICY: If you need to cancel your rental reservation, please contact the community center as soon as possible. There will be a \$25.00 cancelation charge for rentals canceled within 7 days prior to your rental.

YOUR RESPONSIBILITIES: You must leave everything in the building clean and as found. The building will be inspected after your rental. If the building is not left clean, there will be a \$50.00 clean-up fee charged to the renter. Please do not drag tables and chairs across the floors or sit on any tables. All trash must be put into the trash cans in the community center and taken out to the dumpster located outside of the kitchen. A mop bucket and broom will be out for any spills. Please check to make sure bathrooms are left clean. County staff person will be on duty the entire time of your rental to open and close the community center and assist with any needs you may have. *(More rules and obligations listed on page 2 of this contract)*

The person or persons to whom the permit is issued shall be responsible for any and all damages to the facility and county property and shall assume the defense of and indemnity and save harmless the county, its employee's, and officers from and against any and all claims, liabilities, judgements, cost, cause of action, damages and expenses whether in law or equity or otherwise and shall pay all attorney's fees, court cost, and other cost incurred in defending such claims, which may occur against, be charged to, be recovered from or sought to be recovered from the county, its employee's and officers for reason of damage to property, personal injury, or death of any rising from the applicants use of county facilities. The director, with the concurrence of the county administrator, may require such public liability insurance as he or she deems necessary to protect the interest of the county.

I HAVE THOROUGHLY READ AND UNDERSTAND THE ABOVE RENTAL CONTRACT.
(Please date and sign below)

SIGNATURE OF APPLICANT: _____

DATE: _____

APPOMATTOX COMMUNITY CENTER RULES

1.	Community Center facilities may be reserved by filing an application and processing a permit with the director.
2.	Normal operating hours are 8:00 a.m. - 4:30 p.m. Monday - Friday. The Community Center may be rented for other functions on weekdays and week-ends up until 11:00 P.M.
3.	The assigned person or group will be responsible for all persons using the facility and for keeping participants out of the hallways and bathrooms.
4.	No running is allowed in the Community Center at any time. Young Children should always be chaperoned.
5.	Smoking or use of tobacco products will not be allowed in the Community Center.
6.	No abusive, profane or indecent language will be allowed at any time.
7.	No pets of any kind are allowed on the premises.
8.	No decorating is allowed in the Community Center on the walls or doors.
9.	Do not drag tables and chairs across the floors. Any tables or chairs that are used must be put back in their proper place and the facility must be left clean.
10.	Vandalism will not be tolerated. If property is destroyed, the person using the facility will be held responsible and charged for all damages.
11.	Alcoholic beverages are prohibited. No person shall use or bring any alcoholic beverage or illicit controlled substances on the grounds of the Community Center.
12.	The amplification of music, speeches or any other sound audible beyond 50' is prohibited.
13.	No one shall leave a motor vehicle in the Community Center parking lot after hours.
14.	Bicycles may not be ridden on the grounds, but if used for transportation must be parked at the designated location.
15.	Fire regulations prohibit more than 300 people in the building.
16.	Absolutely no gambling on county property.
17.	Persons violating center rules will be asked to leave. Violators will be charged with violating county ordinances and/or trespassing.
18.	The County Sheriff's Department will enforce all federal, state, and county laws in the center.
19.	All lights in the Community Center should remain on during rentals for your safety.

I HAVE THOROUGHLY READ AND UNDERSTAND THE ABOVE RULES.

(Please date and sign below)

SIGNATURE OF APPLICANT:

DATE: